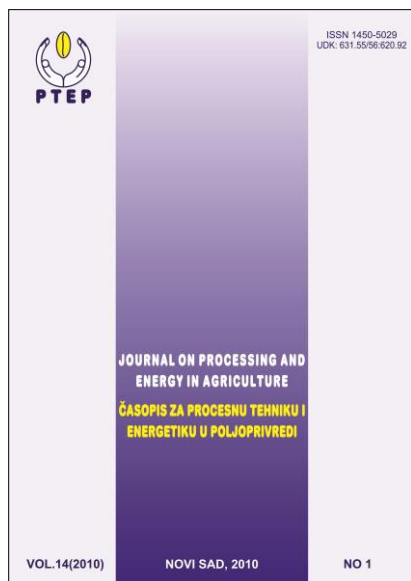


GUIDE FOR PREPARING MANUSCRIPTS

JOURNAL ON PROCESSING AND ENERGY IN AGRICULTURE

ČASOPIS ZA PROCESNU TEHNIKU I ENERGETIKU U POLJOPRIVREDI



Journal on Processing and Energy in Agriculture (formerly PTEP – *Journal on Processing and Energy in Agriculture*) is a scientific journal which publishes papers from scientific disciplines of biotechnology, energy technology and renewable energy sources.

The journal is published by the *National Society of Processing and Energy in Agriculture*, located in Novi Sad, Serbia (www.ptep.org.rs). The Journal is issued quarterly. From 2010, the papers will be published exclusively in **the English**.

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INSTRUCTIONS

The following text provides detailed structural and technical guidelines for writing papers. If the authors fail to adhere to the guidelines below the paper will not be submitted for peer review and will be returned for appropriate revision.

Categorisation of papers (proposed by the author – to be determined by the Editorship, taking in consideration the reviewer's viewpoint):

Scientific articles:

1. Review paper (paper that contains an original, detailed and critical review of a research problem or an area in which the author made certain contribution, evident on the basis of auto-citation);
2. Original scientific paper (paper which presents already published results of one's own research based on scientific methods);
3. Preliminary report (original scientific full-format paper, but of smaller scope or of preliminary type)
4. Other forms: scientific critique, case study, etc, if the Editorship assesses that such paper contributes to scientific advancement.

Expert articles:

1. Expert paper (work which presents experience related to improving professional practice, but which is not necessarily based on scientific method);
2. Informative article (introduction, comment, etc);
3. Review (of a book, computer program, scientific event, etc)

Language: Papers are to be written exclusively in **English**.

1. STRUCTURAL GUIDELINES FOR WRITING PAPERS

The structure of a paper is presented below with an example with explanations in brackets.

.....

Biblid: 1821-4487

Original Scientific Paper

UDK:

(The papers need to have the Universal Decimal Classification Number).

VEGETABLE DRYING IN LAYER SUŠENJE POVRĆA U SLOJU

(The title must explicitly state the content of the paper)

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(The name and surname of the author(s). The name and surname are written in the original form with diacritical signs regardless of the language the paper is written in; the full name of the institution in which the author and co-authors are employed; the stated insti-

tutions must be a legal entity; the seat of the institution: postal code, street and number, and the country; if the author is unemployed or retired, they need to state their residential address; if the author and co-author belong to different institutions, these should be separated by asterisk (*); only the first author's e-mail address should be stated)

ABSTRACT

Xxxxx.....

(The paper needs to have an abstract containing 150 - 250 words. Font: Times New Roman, Italic, size 12 pt. The abstract should briefly state the following: the research topic, applied experimental methods, generated results and the main conclusion. It must not contain literature references or acronyms without definitions)

Key words: *vegetable, drying, drying kinetic*

(Key words are terms or phrases which most precisely describe the content of the paper for the purposes of indexing and searching. The number of key words must not exceed 6. It is recommended that the author should use 3-6 words or phrases. The words 'and', 'from' should be avoided.)

REZIME

Xxxxx.....

It is obligatory for authors from the field of Serbian, Croatian or Bosniak language. The summary is in one of the listed languages. Authors who are not from the Serbian, Croatian or Bosniak language area are not obliged to write a summary. (Rezime se piše na srpskom, hrvatskom ili bošnjačkom jeziku u obliku apstrakta (preveden Abstract) od 150 - 250 reči. Font: Times New Roman, Italic, 12 veličina pt.)

Ključne reči: *povrće, sušenje, kinetika sušenja*

INTRODUCTION

Xxxx....

(Introduction should be a short overview explaining the reasons for the research of a certain scientific problem. The introduction contains literature references of published papers relevant for the examined issue. The introduction can contain subheadings. The length of introduction should not exceed one page. The introduction is not to describe or explain other parts of the paper.)

Nomenclature:

A (m ²)	– surface
a (mm)	– fruit length
C (°Bx)	– sucrose solution concentration
v (m/s)	– velocity of the fluid

Greek symbols

Δ	– change of parameter value
σ	– standard deviation
τ (h)	– drying time
ρ (kg/m ³)	– air density
ω (kg/kg)	– moisture content on wet basis, convective drying

Subscripts

o	– initial value
s	– osmotic solution
wf	– whole fruit

(If the number of symbols and signs in the paper exceeds ten, a list of symbols and signs should be formed. The list should be inserted after Introduction, and before Material and Methods section. The list is in alphabetical order, starting with a capital letter. Units of measurement are formed in accordance with the International System of Units -SI)

MATERIAL AND METHOD (for Original scientific papers, Scientific review and Preliminary report) or

MATERIAL (for Review paper, Expert paper, Informative Article and Review)

Xxxx...

(This section can contain first and second level subheadings. The Material and Method section should provide sufficient information which will enable other scientists to repeat the experiment at a different location. It is necessary to provide information on the material: the information should precisely define origin of the material, its physical properties, etc. If a device or an instrument for obtaining experimental results is used, it is necessary to state: the name of the device or instrument, the model, the name of the producer and the country of origin. If a scientifically recognized method was used, it is required to be stated in literature, instead of describing the phases of the applied method. If certain changes were made in a scientifically recognized method, it is necessary to provide original

literature references which will support and justify the applied modifications. If statistical data processing software was used, the name and the version should be stated.)

RESULTS AND DISCUSSION (for Original scientific papers, Scientific review and Preliminary report)

DISCUSSION (for Review paper, Expert paper, Informative Article and Review)

Xxxx...

(This section can contain first and second level subheadings. The results and discussions can be written as two separate subheadings or as a whole. The discussion should not be merely repetition of the obtained results. All the tables, graphs, figures and mathematical equations need to be numbered. All the tables, graphs, figures and mathematical equations must be referred to in the text, must contain all the information so as to be understandable separately from the text. The same data are not to be presented both with tables and graphs.)

CONCLUSION

Xxxx....

(In conclusion, the author briefly stresses the most important viewpoints already stated in the text above.)

ACKNOWLEDGMENT

The papers which resulted from research and other projects financed from state or international institutions (Ministry of Science, EU, etc), can contain acknowledgement. Acknowledgement needs to follow the Conclusion, and precede the References. Acknowledgement usually states the following: the name of the project, register number, duration of the project (from – to) and the full name of the institutions financing the project.

REFERENCES

The references need to be without numeration. They are listed in alphabetical order according to the first author's surname, and then, if required (for the same author), the references should be listed chronologically starting with the oldest publication. The names of the female authors are typed in full. The names of publications are cited in the original language without translating them into English, except if the name of the publications exists in English, as well. The sources, depending on the publication type, are stated in the following way:

Journals:

Dimitriadis, A., Akritidis, C. (2009). Comparison between superheated steam and air drying of mushrooms. *Journal on Processing and Energy in Agriculture (former PTEP)*, 13 (1), 16-18.

Books:

Babić, Ljiljana, Babić, M. (2000). *Sušenje i skladištenje*. Poljoprivredni fakultet, Novi Sad, Srbija.

PhD and MSc theses:

Pavkov, I., (2005). *Kinetika osmotskog sušenja kajsije*. Magistarska teza. Poljoprivredni fakultet, Novi Sad, Srbija.

Symposiums, Congresses:

Severa, L., Buchar, J., Křivánek, I., Nedomová, Š. (2007). On the influence of storing on viscosity of egg yolks. *International Conference: Research and Teaching of Physics in the Context of University Education*. Slovak University of Agriculture, Nitra, Slovak Republic, 57 – 62.

Softwares:

STATISTICA (Data Analysis Software System), v.8.0 (2006). Stat-Soft, Inc, USA (www.statsoft.com)

Web Pages:

Protein Data Bank: <http://www.rcsb.org>

All the publications cited in the text must be listed in References. The quotations in the text need to be arranged in the following way:

1. If there is only one author of the quoted paper, the author's surname, without initials, and the year of publication is stated in the brackets (*Allan, 2009*). In case the same author has more quoted publications in the same year, additional letters are added next to the year (*Allan, 2009a; Allan, 2009b; Allan, 2009c*). Font – Times New Roman, Italic. If more than one author with the same surname are cited, the initial of the author is added, while for women the name should be written in full.
2. If there two authors of the paper the surname of the author without initials should be written, in brackets and the year of publication (*Allan and Jons, 2009*) Font - Times New Roman, Italic.
3. If there are three or more authors, the surname of the first author without initials should be stated, the abbreviation et al. is added and the year of publication (*Allan et al., 2009*). Font - Times New Roman, Italic.

2. TECHNICAL GUIDELINES FOR WRITING PAPERS

Text: Lines should be typed in Word for Windows processing format. Paper format is A4. Margins: Top: 2 cm; Left: 1.5 cm; Bottom: 2.5 cm; Right: 1.5 cm. Font: Times New Roman 12, single spacing, single column, without using tabs at the beginning of the line (Tab). Number the lines (Page Setup - Line Numbers).

Mathematical equations: Mathematical equations are written in Word text processor using the *Equation Editor* tool. All the equations in the text must be numbered.

$$\tau = k(\gamma)^n \tag{1}$$

Figures: Clear, arranged and adapted to the journal’s format and page break. Figures should be provided both within the paper and separately. The figure caption and legend should not be typed within the figure (these should be written in the figure caption text). The figure caption and legend should be typed below the figure as text, centrally aligned, using *Italic* font (*Fig. 1. Figure caption*). Regardless of the technique the figure was generated by (scanning or drawing), the figure should be provided in one of bit mapped formats (.tif; .pcx or .jpg). The figures need to be at least 300x300 dpi resolution. All the figures will be printed in black and white, so they need to be well-contrasted. The dimension of figure it can be maximum 10x10 cm.

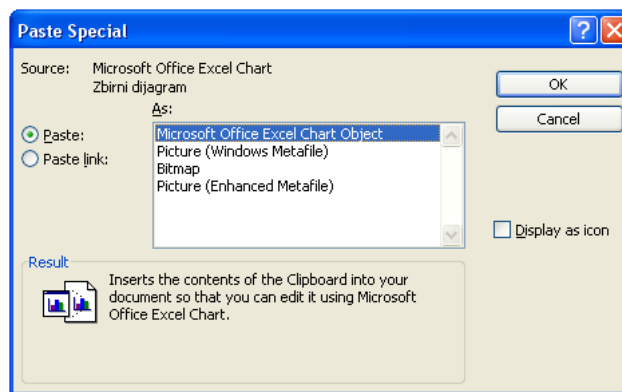
Tables: Tables should be created in text processor (not typed as classic text or scanned). All table lines are 1/4”, without shaded cells.

Example:

Table 3. Measurement results

No	Title	Unit	Value
1	Air temperature	°C	27.3
2	Absolute air humidity	kg/kg	0.0234

Graphs: Graphical presentation of results with diagrams and histograms should be done in Microsoft Excel computer programme. Graphs need to be submitted both within the paper and separately. Graph caption and legend should be typed below the graph, as text, centrally aligned, using *Italic* font. Graphs from Excel documents need to be copied in Word documents in the following way: select the graph to be copied in Excel document and choose the option *Copy*. Place the cursor in Word document on the desired position for the graph. In “*Edit*” dropdown menu, select *Paste Special*. After this command, a Paste Special window is opened (figure below). The option to be chosen is *Microsoft Office Excel Chart Object* and when OK is clicked, the copying is completed.



Scope: Review scientific papers and reviews should not exceed 8 pages (24000 characters including spaces, figures and tables). Other papers should not exceed 6 pages (18000 characters including spaces, figures and tables). The editorship is entitled not to adhere to this rule in special cases.

QUESTIONS FOR PEER REVIEW ASSESSMENT:

Every paper needs to be refereed by at least two peer reviewers. Peer reviewers need to fill in the form on the basis of which they reach the decision on the positive or negative review. In order to gain insight into the paper review principles, the structure of the peer reviewing form is presented below.

Assessment

1. Are all the aspects of the paper comprehensible?
2. Is the paper appropriate for publishing in PTEP?
3. Are the main objectives of the paper clearly stated?
4. Is the applied method of the reseach adequate?
5. Is it possible to repeat the experiment?
6. Does the paper contain the required level of originality in its objective and method?
7. Are the results clearly presented?
8. Did the authors use adequate literature?
9. Is the discussion based on results?
10. Have the conclusions arisen from the results and discussion?
11. Are the conclusions clear and unambiguous?
12. Is the writing style clear and unambiguous?
13. Are the presented fugures, diagrams and tables comprehensible and clear?

Decision

1. The manuscript is accepted in the present form
2. The manuscript is accepted with minor modifications
3. The manuscript will be accepted after modifications have been done
4. The manuscript can be accepted after considerable modifications have been done
5. It is recommended that the manuscript should not be accepted

Detailed report:

General remarks (up to 200 words)

Specific remarks (up to 1000 words)

A NOTE FOR THE AUTHORS: In order to be assessed positively by the peer reviewers, it is necessary to pay attention to literature sources used. It is recommended that the literature sources are not older than ten years. The literature should consist of scientific papers published in foreign and domestic scientific journals, university textbooks, monographs, as well as doctoral and master theses. It is also recommended that the authors cite relevant papers published in previous issues of the PTEP journal – the Journal on Processing and Energy in Agriculture. All the issues of the Journal for the period 2002-2009 are fully available on the Internet address <http://www.ptep.org.rs/casopis.html>.

REQUEST TO THE AUTHORS: The Editorship of the journal will highly appreciate if the authors cite not only their own papers, but also the papers of other authors from the PTEP Journal - Journal on Processing and Energy in Agriculture, in the papers that they publish in other scientific journals.

PAPER SUBMISSION: The papers can to be submitted on a CD or via e-mail (e-mail: mbab@polj.uns.ac.rs) throughout the year, except for the papers presented at the scientific conference PTEP; for these papers the conference organisers will determine the deadline for submission. It is recommended that the papers submitted for the scientific conference PTEP should be presented at the event. Otherwise, the authors acquire negative reference for future publishing.

ADDRESS FOR PAPERS SUBMISSION

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